



**DEPARTMENT OF PERSONNEL**

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[www.state.nv.us/personnel/](http://www.state.nv.us/personnel/)**

**MEMO PERD #25/02**

August 12, 2002

TO: Department Directors  
Division Administrators  
Payroll Clerks  
Personnel Liaisons  
Personnel Representatives

FROM: Kim Foster, Administrative Services Officer  
Department of Personnel

SUBJECT: REPORTS

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Over the past two years we have strived to provide you with the necessary reporting tools to maintain continuity in business practice from the previous Legacy Payroll System to the IFS-HR ADVANTAGE™ system. You may have heard said, "IFS-HR ADVANTAGE™ was never intended to be a reporting system", therefore, the HR Data Warehouse (HRDW) was conceived. The HRDW maintains current information from IFS-HR ADVANTAGE™, which is refreshed, on a nightly basis. Most all information in the HRDW is easily accessible for download to your personal computer for manipulation in a spreadsheet or database.

This expanded access to information allows us to move forward with discontinuing the printing and distribution of hardcopy reports that will provide the state with cost savings. Over the past several months, the IFS-HR team has been comparing current reports to information in the HRDW. Those reports that now have duplicate information in the HRDW will be discontinued.

Therefore, beginning with the first quarter of 2003 we will no longer provide a hardcopy of all overtime reports. The 4<sup>th</sup> quarter of 2002 is the last report we will print and distribute. Instructions on how to access the Overtime Report information is located on the IFS-HR website at [www.ifs.intranet.state.nv.us](http://www.ifs.intranet.state.nv.us) under "Resources".

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In addition, this Fall 2002 we will be discontinuing the following reports:

Position Roster – RHR11

Vacant Position by Dept/Div – RHR098

Employee Roster by Class – RHR21

Leave Balance Report – RHR71

Object Detail Report – RHR78

Employee Termination/Reason Report – RHR83

Please take the time to familiarize yourself with the information in the HRDW that pertains to the reports we will discontinue this Fall. If there is information you have difficulty accessing or information not included in the HRDW, please contact the IFS-HR Help Desk at 684-8696 or submit the feedback form located on the HRDW home page.

As always, we look forward to finding new and improved ways to do business.

KF:cp